

TRADE DEVELOPMENT REPRESENTATIVE

Port of Milwaukee

PURPOSE: Under the direction of the Port Marketing Manager, the Trade Development Representative is responsible for business development and marketing, assisting in the promotion of the Foreign Trade Zone 41, as well as for collecting, maintaining, and analyzing data on vessel and cargo movements.

ESSENTIAL FUNCTIONS:

- Collect and perform statistical analysis on data concerning vessel and cargo movements, and potential cargo opportunities.
- Develop and maintain a leasehold database of lease terms and conditions.
- Assist with the promotion of the Port of Milwaukee's Foreign Trade Zone 41.
- Collect data from companies participating in the Port's Foreign Trade Zone 41 initiative and complete required federal reports and statistics.
- Promote cargo through the port by establishing relationships with ocean carriers, barge services, truck lines, railroads, and the customers that use these transportation services.
- Assist in designing promotional material to market the trade zone to potential users.
- Represent department as a liaison to community and/or trade organizations.
- Assist in preparing and maintaining publications, the website, and press releases for the port.
- Perform other duties or special projects as assigned.

Conditions of Employment: This position involves some day travel as well as occasional overnight travel.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in transportation, marketing, business, economics, or a related field, from an accredited college or university and two years of related experience in marketing, traffic management or a closely related field.

or

2. Associate's degree in transportation, marketing, traffic management, or a related field from an accredited college or university and four years of related experience in marketing, traffic management or a closely related field.

Note: Copies of transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, Attn: Box NT, 200 E Wells St, Rm 706, Milwaukee, WI 53202 – OR send via email to staffinginfo@milwaukee.gov. (Student copies are acceptable).

NOTE: Equivalent combinations of education and experience may also be considered.

3. Valid driver's license at time of appointment and throughout employment.
4. Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA) upon appointment. *NOTE: To obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph, and successfully pass a security threat assessment conducted by TSA. To learn more, visit <http://www.tsa.gov>.*
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Experience in the truck or ocean shipping industry.
2. Experience in media production, communication, and dissemination techniques and methods.
3. Experience developing different types of marketing material for use with various media.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of methods of statistical analysis.
- Knowledge of marketing, market strategies, and market research methods.
- Skill in using Microsoft Excel, PowerPoint, Word, and Access to collect, maintain, and analyze data; and produce reports to support marketing and business development.
- Ability to make effective presentations.
- Ability to adapt to constantly changing market and to work independently on multiple projects with varying and often tight deadlines.
- Strong written and oral communication skills.
- Ability to develop and maintain effective business relationships with a variety of individuals, including those from other cultures than one's own.

THE CURRENT SALARY RANGE (05) IS: \$47,109 - \$65,957 annually with excellent benefits. Recruitment is normally at the beginning of the salary range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 23, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.